

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

April 23, 2008

Job Title:	Regional Administrative Assistant	Position No.:	64124231
Division:	Community Corrections	Bargaining Unit:	
Location:	Kalispell	Supplement:	
Status:	Permanent/Full-time	Shift:	To be determined
Salary:	\$11.081	Band:	3

Benefits State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444- 4551 email to hrcen@mt.gov

No later than 5:00 p.m. May 7, 2008.

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Special Information : Work consists of regular contact with probation and parole clients and inmates to gather information and assist with monitoring activities. Clients and other information sources are often hostile and pose a physical threat, which may require the use of special precautions and effective communication skills. The crimes committed by the clients may be offensive or heinous, which makes it even more difficult to work effectively with the offender. Work is performed in a setting which provides exposure to air and blood-borne pathogens and communicable diseases.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Human Resource Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

A Regional Administrative Assistant's duties include an emphasis on compiling and disseminating accurate information within the Region. Lead worker for support personnel which entails assigning time frames, checking accuracy of submitted information, and insuring that work is up to standards and policy. Position requires a high level of trust and confidentiality. Work is assigned by Regional Administrator and Probation/Parole Officers. Routine work is prioritized and completed independently. The position establishes work priorities, work plans, and work methods subject to review and revision by the Administrator. Work is reviewed at the discretion of the Regional Administrator and/or by those employees who request work.

Administrative Support

- Type various reports, letters, forms, documents, and memos. Maintain databases. Review outgoing correspondence and reports and provide editing comments.
- Prepare confidential material for Regional Administrator.
- Assists Regional Administrator and lead worker (P&P II) with organizing program operations and procedures. Assigned computer contact person and ACIS/P&P On-Line point person for region. Assists in training support staff, computer maintenance and computer training within the region.
- Answer phones and respond to requests for information.
- Has initial contact with all clients and visitors, and directs to proper staff.
- Performs as liaison with County Attorney's Office. Arranges appointments, interviews and meetings for staff.
- Develops and maintains necessary filing systems for various entities and projects.
- Collects and compiles statistical data and provides information to the appropriate personnel and agencies. Develop and maintain an electronic monthly ledger of clients. Conducts research and prepares reports upon request.
- Conducts record checks when required. Requires knowledge of NCIC computer system and approval of a law enforcement agency to access.
- Assists Administrator in the interviewing, hiring, and training of district clerical staff, requiring travel to area offices within the regions to set up computers and train support staff as well as probation officers on computer and in all office procedures.

Qualifications:**Detailed knowledge in:**

- a. Office practices and procedures
- b. Business English, spelling, composition and grammar
- c. The Corrections Department and its institutions and programs

Working skills in:

- a. Record keeping
- b. Administrative practices
- c. Office management
- d. Prioritization and organization

Competencies:**Loyalty and Dedication**

- Customer Orientation
- Decision Making
- Efficiency and Focus
- Personal Accountability and Ownership
- Flexibility and Adaptability
- Teamwork

Education and Experience: The above knowledge, skills, and abilities required to perform this position are typically acquired through a combination of education and experience equivalent to high school diploma or general equivalency certification; one year of secretarial course work at a college or technical school and three years of progressively responsible experience. Combinations of education and experience will be evaluated on an individual basis.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).
Portions of the application may be photocopied if legible (see page 1 for instructions).
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

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Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

****SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE****

SUPPLEMENTAL QUESTIONS

Job Title:	Regional Administrative Assistant	Position Number:	24231
Application Deadline:	May 7, 2008	Department:	Corrections

Instructions: Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

1. This position requires considerable proficiency in the use of a personal computer. Please describe your experience utilizing Microsoft Office, (MS Word, MS Excel MS PowerPoint, & MS Access).
2. Working with felony offenders and a variety of probation and parole officers is a challenge. Discuss any experience, training or abilities you possess that will be an asset to this position.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____